

These examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available at the Examinations Office is the version that is legally binding.

**Examination regulations for the Master of Health Business  
Administration (MHBA) degree programme for  
working professionals at the Faculty of Business,  
Economics, and Law at Friedrich-Alexander-Universität  
Erlangen-Nürnberg (FAU)  
– PO MHBA –  
Dated 6 July 2018**

Based on Section 13 (1)(2), Section 45 (5)(2) and Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG), FAU enacts the following examination regulations:

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### **Section 1 Scope**

These examination regulations govern all module examinations and the final examinations for the Master of Health Business Administration (MHBA) degree programme for working professionals. This is a distance learning degree run in cooperation between FAU, the Centre for Communication Information Education (CeKIB) at Klinikum Nürnberg and the Health Economics Research Centre (HERZ).

### **Section 2 Purpose of Examination, Master's Degree**

(1) <sup>1</sup>The purpose of the examination is to provide a detailed assessment of the extent to which students can process relevant issues from business practice relating to the subjects being examined, in particular in the health sector, in an appropriate form and using relevant instruments from the fields of business and economics. <sup>2</sup>The examination is intended to demonstrate the student's judgement and ability to reflect critically on science and professional practice and provide evidence that the student is able to place and consider issues in a wider context.

(2) <sup>1</sup>The student is conferred the degree Master of Health Business Administration (abbreviated MHBA) after passing the Master's examination. <sup>2</sup>The degree may be used with the addition '(FAU Erlangen-Nürnberg)'.

### **Section 3 Qualification for a Master's Degree Programme**

Qualification for the MHBA degree programme for working professionals shall be proved through:

1. A Bachelor's degree or equivalent (undergraduate degree) from a university in Germany or another country, with no major differences in terms of qualification. In general, this degree should be related to the health sector, include a business aspect, have a standard duration of studies of eight semesters and consist of 240 ECTS credits or, in exceptional cases, a standard duration of studies of at least six semesters and 180 ECTS credits plus a pass in the suitability assessment examination described in **Appendix 2** in order to demonstrate that the applicant has reached a level equivalent to the 240 ECTS credits required for admission
2. At least two years of relevant work experience in a position of responsibility involving management, planning or financial management at a private or public company, association or administrative body, generally relating to the health sector, after having completed an undergraduate degree
3. Passing the qualification assessment process according to **Appendix 1**
- 4 In the case of no. 1 alt.2, passing the suitability assessment examination pursuant to **Appendix 2**.

### **Section 4 Master's Degree Programme, Standard Duration of Studies, Start of Degree Programme, Teaching and Examination Language**

(1) <sup>1</sup>The Master's degree programme is concluded with the Master's examination. <sup>2</sup>The Master's examination consists of all module examinations throughout the degree programme and the Master's thesis pursuant to **Appendix 3**. <sup>3</sup>A total of 60 ECTS credits is required to successfully complete the degree programme. <sup>4</sup>The total number of ECTS credits for each module and their weighting is detailed in **Appendix 3**.

(2) The standard duration of study shall be four semesters.

(3) The degree programme may only be started in the winter semester.

(4) <sup>1</sup>The teaching and examination language in the MHBA degree programme for working professionals is German. <sup>2</sup>Individual teaching units and examinations may be held in English; further details are stipulated in the module handbook. <sup>3</sup>In any case of uncertainty, the examination language shall be the same as the teaching language.

### **Section 5 ECTS Credits**

(1) <sup>1</sup>The degree programme and examinations are based on the European Credit Transfer and Accumulation System (ECTS). <sup>2</sup>15 ECTS credits are allocated per semester. <sup>3</sup>One ECTS credit corresponds to 30 hours of work.

(2) <sup>1</sup>ECTS credits serve as a system to categorise, calculate and confirm the amount of work a student has invested. <sup>2</sup>They are a quantitative indicator of a student's workload.

### **Section 6 Modules and Credits, Voluntary Interim Examinations**

(1) <sup>1</sup>The degree programme consists of modules for which students are awarded ECTS credits. <sup>2</sup>One module is a chronologically connected and self-contained teaching and learning unit, the content of which can be tested in an examination.

(2) <sup>1</sup>The modules shall be completed with a module examination. <sup>2</sup>This examination shall as a rule consist of one examination achievement or one course achievement. <sup>3</sup>In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. <sup>4</sup>ECTS credits shall only be given for successful participation in modules that can be determined in an individual, separately identifiable performance in an examination.

(3) <sup>1</sup>Examinations (examination achievements and course achievements) measure the student's success. <sup>2</sup>They may be written, oral, electronic, or in a different form. <sup>3</sup>Examination achievements are graded. <sup>4</sup>In the case of course achievements, the assessment may be limited to passing/failing the module.

(4) <sup>1</sup>In addition to the module examinations, voluntary interim examinations (e.g. tutorial achievements or short tests) may be offered during courses as a way of measuring the standard of performance. <sup>2</sup>More detailed information, including the number, types and scope of these examinations, is given in the module handbook. <sup>3</sup>If a student chooses to use the option detailed in sentence 1, these results shall be taken into account when determining the grade for the module. <sup>4</sup>Interim examination achievements may improve the grade for a module examination or partial examination by a maximum of 0.7; a grade may not be made worse.

(5) <sup>1</sup>Enrolment in the MHBA Master's degree programme for working professionals at FAU is a requirement for participation in module examinations according to (2)(1). <sup>2</sup>This shall not apply to resit examinations within the meaning of Section 29.

## Section 7 Examinations Committee

(1) <sup>1</sup>An Examinations Committee shall be appointed by the Faculty Council of the Faculty of Humanities, Social Sciences, and Theology for organising and conducting examinations in the MHBA degree programme for working professionals. <sup>2</sup>Members are appointed for a term of two years; re-election is permitted. <sup>3</sup>The Examinations Committee consists of three professors from the School of Business and Economics at the Faculty of Business, Economics, and Law at FAU. <sup>5</sup>The Examinations Committee shall elect one of the members as the chairperson for two years and shall appoint a deputy to act in the event of the chairperson's absence. <sup>6</sup>The chairperson of the Examinations Committee may transfer tasks within his or her responsibility to a member of the Examinations Committee.

(2) <sup>1</sup>The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organisation of the examinations. <sup>2</sup>Its duties include ensuring that the provisions of these examination regulations are observed. <sup>3</sup>With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee. <sup>4</sup>The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. <sup>5</sup>It shall report regularly to the School Council on the development of examinations and study periods, including information on gender-specific aspects, and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. <sup>6</sup>The members of the Examinations Committee shall have the right to be present during examinations.

(3) In addition, the Examinations Committee is responsible for verifying compliance with the qualifications and admission requirements for the Master's degree programme as set out in (2) in conjunction with **Appendices 1 and 2**.

(4) <sup>1</sup>The Examinations Committee shall have a quorum when all members are duly summoned observing a notice period of at least one week and the majority of members are present and eligible to vote. <sup>2</sup>Decisions shall be taken with the majority of votes cast in meetings. <sup>3</sup>In case of a tie of votes, the vote of the chairperson shall be decisive. <sup>4</sup>Abstentions, ballot votes and delegation of votes shall not be permitted.

(5) <sup>1</sup>The Examinations Committee's meetings shall not be public. <sup>2</sup>The chairperson shall call the meetings of the Examinations Committee. <sup>3</sup>The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. <sup>4</sup>The chairperson shall inform the Examinations Committee of such cases without delay. <sup>5</sup>Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson or individual members as well as revoke these.

(6) <sup>1</sup>Records shall be kept of every meeting. <sup>2</sup>These records shall state the date and place of the meeting, the names of those present, the subjects dealt with and all proposals, resolutions and outcomes of votes held.

(7) <sup>1</sup>Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. <sup>2</sup>Students shall be given the opportunity to make a statement before negative decisions are finalised. <sup>3</sup>The Examinations Committee shall have the

right to rule that grade notifications may be sent out in electronic form to the individual students. <sup>4</sup>The President shall issue any notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the examiners.

### **Section 8 Examiners and Observers**

(1) <sup>1</sup>The Examinations Committee shall appoint examiners and observers. <sup>2</sup>It can charge the chairperson with making the appointment.

(2) <sup>1</sup>All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment. <sup>2</sup>Examiners shall be lecturers in the relevant subjects. <sup>3</sup>A change of examiners at short notice shall be permissible on urgent grounds. <sup>4</sup>If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year.

(3) <sup>1</sup>Persons who have completed the degree programme in question or a degree programme related to it shall be eligible for appointment as observers. <sup>2</sup>Observers shall be full-time research associates.

### **Section 9 Exclusion Due to Personal Involvement, Obligation to Confidentiality**

(1) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG.

(2) The obligation to confidentiality of the Examinations Committee, the examiners and observers and other persons involved in matters pertaining to examinations shall be governed by Section 18 (3) BayHSchG.

### **Section 10 Announcement of Examination Type, Examination Dates and Examiners, Registration, Withdrawal**

(1) <sup>1</sup>The registration dates and details of how to register for examinations shall be announced electronically according to local practice at the latest one week before the start of each semester. <sup>2</sup>The dates of the examinations and the names of the examiners shall be announced electronically in good time according to local practice.

(2) <sup>1</sup>By submitting the assignment pursuant to Section 27, students register for the examination in the form of an ungraded course achievement for that module and at the same time for the written examination in the parallel module offered in the same semester. <sup>2</sup>The type of examination chosen may not be changed after registration.

(3) <sup>1</sup>Notwithstanding the deadlines pursuant to Sections 11 and 30, a student may withdraw without stating reasons from the first attempt at an examination for which they have registered pursuant to (2) by failing to attend. <sup>2</sup>In cases other than those stated in sentence 1, students must notify the Examinations Committee without delay in writing and provide credible evidence of reasons beyond their control for withdrawing from or failing to attend the examination. <sup>3</sup>A doctor's certificate is required if the student is ill. The Examinations Committee may request that a certificate is submitted from a doctor named by FAU. <sup>4</sup>A declaration of withdrawal is binding. <sup>5</sup>Registration to the examination shall be cancelled once the declaration is submitted and the student shall

no longer be entitled to take the examination. <sup>6</sup>If the reasons are accepted, a new date shall be set. <sup>7</sup>Examination results which have already been obtained are accredited. <sup>8</sup>The consequences of a delayed or invalid withdrawal shall be governed by Section 14 (1).

### **Section 11 Examination Deadlines, Failure to Observe Deadlines**

(1) <sup>1</sup>Examinations shall be sat in such a timely manner as to allow the student to obtain 60 ECTS credits by the scheduled deadline. <sup>2</sup>The deadline shall be the last semester of the standard duration of study for the degree programme. <sup>3</sup>The deadline according to sentence 2 may be exceeded by three semesters for the Master's examination (extended deadline). <sup>4</sup>The Master's examination shall be considered to have been sat and failed in the first instance if 60 ECTS credits were not obtained from the modules of the Master's degree programme within the extended deadline according to (3), unless the reasons for this are beyond the student's control.

(2) The deadline set forth in paragraph 1 shall be extended by claiming the periods of protection according to Sections 3, 4, 6 and 8 of the current version of the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 20 June 2002 (BGBl I S. 2318 [German Federal Law Gazette I p. 2318]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz - PflegeZG) of 28 May 2008 (BGBl I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) <sup>1</sup>The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Committee without delay. <sup>2</sup>If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. <sup>3</sup>In case of an inability to sit the examination occurring before or during the examination, the examiner shall be notified immediately. <sup>4</sup>Section 10 (3)(3) shall apply accordingly. <sup>5</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from a doctor named by FAU to the Examinations Committee without delay.

### **Section 12 Compulsory Attendance, Attendance Phases**

<sup>1</sup>Students are obliged to take one written examination in each of the first three semesters, held during an attendance phase at the end of each semester. <sup>2</sup>There are no other compulsory periods of attendance during the degree programme. <sup>3</sup>However, students are urgently advised to attend the other classroom-based sessions in the attendance phase offered during the first three semesters.

### **Section 13 Accreditation of Skills**

(1) <sup>1</sup>Study periods, modules, course and examination achievements achieved in degree programmes at FAU or other public or state-approved universities in the Federal Republic of Germany, through successful participation in a distance course as part of a degree programme at a public or state-approved university in the Federal Republic

of Germany, or in degree programmes at foreign universities shall be accredited according to these examination regulations unless there are significant differences in the skills acquired. <sup>2</sup>The same shall apply to study periods, course and examination achievements achieved at a public or state-approved university in Bavaria in the course of other study programmes within the meaning of Section 56 (6)(1) and (2) BayHSchG, in special study programmes within the meaning of Section 47 (3)(1) BayHSchG, or at the Virtual University of Bavaria.

(2) <sup>1</sup>Skills acquired in the course of other specific courses for professional development within the meaning of Section 56 (6)(3) BayHSchG, or outside of higher education shall be accredited if they are equivalent to competencies acquired through university studies. <sup>2</sup>Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) <sup>1</sup>The grades achieved in approved modules, examinations and course achievements shall be transferred if they were awarded according to Section 20. <sup>2</sup>If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 20, the grades achieved at other universities shall usually be converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min}) \text{ with}$$

x = converted grade

N<sub>max</sub> = best grade attainable

N<sub>min</sub> = lowest grade for passing

N<sub>d</sub> = grade attained

<sup>3</sup>Only one decimal place is shown for the grades thus calculated. <sup>4</sup>If conversion is not possible, the Examinations Committee usually determines a system by which to calculate the grades.

(4) <sup>1</sup>The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. <sup>2</sup>Subject to the provisions in sentence 3, the student shall have a legal claim to accreditation if the conditions stipulated in (1) and (2) are met. <sup>3</sup>Accreditation is only possible if the student has not already lost the right to be examined in that subject at FAU by passing or failing to pass the relevant examination at the last attempt. <sup>4</sup>Following a request for accreditation from a student, the decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative. <sup>5</sup>The decision shall be issued in writing.

#### **Section 14 Consequences of Delayed Withdrawal, Fraud, Breach of Regulations, Exclusion from Further Participation**

(1) <sup>1</sup>An examination shall be graded as 'nicht ausreichend' (unsatisfactory) if the student fails to attend an examination without good reasons in any instance other than those stated in Section 10 (3)(1), or withdraws from an examination without good reasons; Section 11 (3) shall remain unaffected. <sup>2</sup>Section 10 (3)(2) to (7) shall apply accordingly.

(2) <sup>1</sup>In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the achievement in question shall be graded as 'unsatisfactory' (5.0). <sup>2</sup>The possession of unauthorised materials during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1.

(3) Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorised examiner or the supervising person; in this case the examination achievement in question shall be considered to be 'unsatisfactory' (5.0).

(4) In case of a repeated or severe breach of regulations in the sense of (2) or (3), the Examinations Committee may exclude students from further participation in the examination.

### **Section 15 Revocation of Degrees**

The revocation of degrees shall be governed by Section 69 BayHSchG.

### **Section 16 Faults in the Examination Process**

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered ex officio as stipulated in (1).

### **Section 17 Written Examinations, Multiple Choice Examinations**

(1) In written examinations (written examinations, assignments or seminar papers) students are required to prove that they are capable of presenting issues from their field and identifying problems within a limited period and with limited materials using the conventional methods employed in their field, and to find solutions to these problems.

(2) <sup>1</sup>Written examinations shall generally be graded by the author of the examination questions. <sup>2</sup>If a written examination is graded as 'nicht ausreichend' (unsatisfactory; 5.0), it shall be presented to a second examiner for evaluation. <sup>3</sup>The examiner's evaluation must be documented in writing and reasons for the final rating must be made clear.

(3) <sup>1</sup>Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. <sup>2</sup>Detailed information on the modules with multiple choice examinations is given in the module handbook. <sup>3</sup>The examinee shall state which of the answers to the questions they deem to be correct. <sup>4</sup>Examination questions must allow for reliable examination results. <sup>5</sup>When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. <sup>6</sup>If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. <sup>7</sup>Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. <sup>8</sup>Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. <sup>9</sup>This reduction of the number of examination questions may not result in disadvantages for any of the examinees. <sup>10</sup>No minus points may be awarded outside of individual examination questions.



- (4) <sup>1</sup>The examinations according to (3)(1) shall be considered to have been passed if:
1. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points, or
  2. The examinee answered at least 40 percent of the examination questions correctly/achieved at least 40 percent of the attainable points and the number of correct answers/points obtained is no more than 17 percent below the average number of correct answers/points obtained by all examinees sitting the examination for the first time.

<sup>2</sup>If sentence 1 (2) is applied, the Dean of Studies shall be notified.

(5) In case of written examinations that are not entirely composed of multiple choice questions, (3) and (4) shall only apply for the respective part.

### **Section 18 Oral Examinations**

(1) <sup>1</sup>Oral examinations serve to demonstrate that the student has advanced knowledge in the area under examination. <sup>2</sup>In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. <sup>3</sup>Oral examinations are generally held as individual examinations or as group examinations (no more than five examinees) in the presence of one examiner and one observer. Further details are included in the module handbook.

(2) <sup>1</sup>The observer is responsible for taking a record of the oral examination. <sup>2</sup>The record shall include the following: place, date and duration of the examination; subject and result of the examination; the names of the examiner, the observer and the student; and any special occurrences. <sup>3</sup>The record shall be signed by the examiner and the observer. <sup>4</sup>The record shall be stored for at least two years.

(3) <sup>1</sup>The examiner determines the grade for the oral examination immediately after the oral examination has been completed according to the grading system stipulated in Section 20 (1)(1). <sup>2</sup>If the oral examination is held by several examiners, Section 20 (1) sentences 5 and 7 shall apply accordingly. <sup>3</sup>The student is informed of the grade for the oral examination immediately following the oral examination.

(4) <sup>1</sup>Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as listeners during oral examinations within the bounds of feasibility with regard to the examination's location; listeners shall be excluded at the examinee's request. <sup>2</sup>This permission shall not extend to the deliberation process and the announcement of the examination result.

### **Section 19 Electronic Examinations**

<sup>1</sup>Examinations may be administered in electronic form. <sup>2</sup>Detailed information on the modules in which examinations are in electronic form is given in the module handbook. <sup>3</sup>Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. <sup>4</sup>The authenticity and integrity of the examination results shall be verified. <sup>5</sup>Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

### **Section 20 Assessment of Examination Achievements and Overall Examination Grade**

(1) <sup>1</sup>The evaluation of individual examinations shall be expressed by the examiners

with the following grades and ratings:

'sehr gut' (1.0 or 1.3 – very good)	=	an outstanding achievement;
'gut' (1.7 or 2.0 or 2.3 – good)	=	an achievement that exceeds the average requirements considerably;
'befriedigend' (2.7 or 3.0 or 3.3 – satisfactory)	=	an achievement that fulfils average requirements;
'ausreichend' (3.7 or 4.0 – sufficient)	=	an achievement that fulfils the requirements despite flaws;
'nicht ausreichend' (4.3, 4.7 or 5.0 – unsatisfactory)	=	an achievement that no longer fulfils requirements due to considerable flaws.

<sup>2</sup>An examination (Section 6 (3)) shall have been passed if it has received at least the grade 'ausreichend' (sufficient). <sup>3</sup>For ungraded examinations the result shall be either 'bestanden' (pass) or 'nicht bestanden' (fail). <sup>4</sup>A module examination is passed when all partial achievements (Section 6 (2)(3)) have been passed. <sup>5</sup>If an examination is to be assessed by several examiners or if it consists of several partial achievements within the meaning of Section 6 (2)(3), the total grade is calculated from the weighted average of the individual grades. <sup>6</sup>If the grade for a module consists of several partial achievements it shall be calculated on the average for the partial achievements weighted according to their ECTS credits. <sup>7</sup>The grading system described in (1) shall not be used for cases covered by (5) and (6). <sup>8</sup>The first decimal place is taken into account when calculating the grade, any further decimal places are deleted without rounding. <sup>9</sup>The evaluation period should generally not exceed six weeks.

(2) <sup>1</sup>Multiple choice examinations (with one or more possible correct answers) shall be graded as follows:

<sup>2</sup>Students who answer the required minimum of examination questions according to Section 17 (4)(1) correctly or achieve the required minimum number of points shall receive the grade

1.0 ('sehr gut'/very good) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,

2.0 ('gut'/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,

3.0 ('befriedigend'/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,

4.0 ('ausreichend'/sufficient) if none or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved. <sup>3</sup>The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7,

4.3 and 4.7 shall not be awarded. <sup>4</sup>Students who do not achieve the required minimum shall receive the grade 5.0. <sup>5</sup>Sentence (3) notwithstanding, the grades 4.3 and 4.7 may

be awarded in cases in which examinations according to Section 17 (5) partly take the form of a multiple choice examination.

(3) <sup>1</sup>The overall grade is calculated as an average of the grades obtained in the module examinations weighted according to their ECTS credits and the Master's thesis as stipulated in **Appendix 3**, with the Master's thesis being given double weighting. <sup>2</sup>(1)(7) and (8) shall apply accordingly. <sup>3</sup>The overall grade for the passed examination shall be as follows:

at an average of up to 1.5 = 'sehr gut' (very good);

at an average of over 1.5 and up to 2.5 = 'gut' (good);

at an average of over 2.5 and up to 3.5 = 'befriedigend' (satisfactory);

at an average of over 3.5 and up to 4.0 = 'ausreichend' (sufficient);

at an average of over 4.00 = 'nicht ausreichend' (unsatisfactory).

### **Section 21 Invalidity of Examinations**

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade retrospectively and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed wilfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

(3) Students shall be given the opportunity to make a statement before decisions are finalised.

(4) <sup>1</sup>The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. <sup>2</sup>A decision according to (1) and (2) shall be excluded after a period of five years starting with the date of the certificate.

### **Section 22 Inspection of Examination Records**

(1) After completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination records.

(2) <sup>1</sup>The request shall be submitted to the chairperson of the Examinations Committee within one month of the notification of grades. <sup>2</sup>Unless stipulated otherwise, the examiner shall arrange for the student to inspect the respective papers; further details are stipulated by the Examinations Committee. <sup>3</sup>Students prevented from observing the deadline according to (1) through no fault of their own shall be granted full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG).

### **Section 23 Notification of Failed Examinations**

Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Master's examination at the final attempt shall receive a written confirmation showing that the examination was failed, which grades were achieved in the individual examinations and which examination achievements are still missing.

### **Section 24 Adjustments to Examination Arrangements**

(1) <sup>1</sup>The examination procedure shall be adjusted to take into account the nature and extent of a student's disability, if applicable. <sup>2</sup>Students with a doctor's certificate showing credibly that they are either in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to have the permission of the chairperson of the Examinations Committee to offset this disadvantage by a corresponding extension of their working time or by the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(2) Adjustments to examination arrangements may be made for pregnant students if the student submits a medical certificate confirming that she will be at least 30 weeks pregnant by the examination date to the Examinations Committee responsible at least

four weeks before the examination date.

(3) <sup>1</sup>Decisions according to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. <sup>2</sup>The student may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfilment of the conditions in (1). <sup>3</sup>Applications for adjustments to examination arrangements should be made to the Examinations Committee no later than four weeks before the examination.

### **Section 25 Type and Scope of Master's Examination; Passing and Failing Master's Examination**

<sup>1</sup>The Master's examination consists of the examinations throughout the degree programme pursuant to **Appendix 3**. <sup>2</sup>The Master's examination shall have been passed if all required module examinations and the Master's thesis module have been passed.

### **Section 26 Admission to Examinations**

(1) <sup>1</sup>Anyone who has signed a contract with FAU on participating in the Health Business Administration degree programme for working professionals and is registered as a student shall be considered eligible to sit the examinations included in this degree programme unless there are reasons to refuse admission. <sup>2</sup>Admission shall be refused if:

1. Requirements stipulated in these examination regulations including **Appendix 3** are not met or certificates are not submitted at all or not in due time.
2. The Diplom or Master's examination in a degree programme for a related subject has been failed at the final attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

(2) If admission is to be refused, the student shall be informed without delay and informed as to the reasons for the decision and information on the legal remedies available.

### **Section 27 Written Assignments and Written Module Examinations**

(1) <sup>1</sup>The skills taught in the modules of the first three semesters are tested on the basis of written assignments which have to be sent in for grading and written examinations. <sup>2</sup>Students can choose each semester in which of the two modules they intend to complete the written assignment and in which they would like to take the written examination. <sup>3</sup>Section 10 (2) applies.

(2) <sup>1</sup>The assignments sent in for marking are ungraded course achievements. <sup>2</sup>Students may choose one topic for each module from several topics offered by the Chair of Health Management.

(3) <sup>1</sup>The written examinations are taken during the attendance phases at the end of each semester. <sup>2</sup>They are intended to show the student's level of knowledge relating to the specific module which is of relevance for the examination and the ability to reflect on topics and their relevance across all modules. <sup>3</sup>Written examinations are marked by one examiner. Section 17 (2)(2) and (3) shall apply accordingly. <sup>4</sup>The evaluation period should generally not exceed six weeks. <sup>5</sup>The examiners shall determine which, if any, resources may be used during the examination. <sup>6</sup>Students shall be informed in good time.

## Section 28 Master's Thesis

(1) <sup>1</sup>The Master's thesis should demonstrate that the student is able to work on issues relating to their subject independently using scientific methods and findings. <sup>2</sup>The Master's thesis demonstrates the student's ability to solve a specific practical project by referring to and applying scientific methods and the newly acquired knowledge. <sup>3</sup>The Master's thesis may not to any significant degree be identical to a Diplom, Bachelor's or Master's thesis previously submitted by the student (prevention of plagiarism). <sup>4</sup>15 ECTS credits shall be awarded for the Master's thesis.

(2) <sup>1</sup>Upon the student's request, the Examinations Committee shall allocate the subject of the Master's thesis and assign one of the examiners to act as supervisor. <sup>2</sup>A request may only be filed once the three assignments to be sent in for grading and at least two of the three written examinations as set forth in Section 27 have been passed. <sup>3</sup>The request shall be filed in good time to ensure that examination deadlines can be complied with (Section 11).

(3) <sup>1</sup>The period for working on the Master's thesis shall be six months. <sup>2</sup>In exceptional cases, the period for working on the thesis may be extended by up to one month by the chairperson of the Examinations Committee. <sup>3</sup>If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily. <sup>4</sup>If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0).

(4) The Master's thesis must be written in German; the Examinations Committee shall decide on any exceptions at the student's request and in consultation with the supervisor.

(5) <sup>1</sup>The thesis shall be submitted to the Chair for Health Management during its opening hours in duplicate as well as in a machine-readable, electronic version. <sup>2</sup>The date the topic is assigned and the Master's thesis submitted shall be noted in the student's records. <sup>3</sup>A list of resources used shall be included in the Master's thesis. <sup>4</sup>Direct and indirect citations taken from publications or other sources must be indicated as such. <sup>5</sup>The student shall submit a signed declaration that the thesis has been produced independently and without using any resources other than those stated, that it has not already been submitted to another examining body and that it has not yet been published (prevention of plagiarism). <sup>6</sup>If it is discovered that the declaration is false, the thesis shall receive the grade 'nicht ausreichend' (unsatisfactory; 5.0).

(6) <sup>1</sup>The Master's thesis shall be assessed by the supervisor appointed by the chairperson of the Examinations Committee. <sup>2</sup>If graded 'nicht ausreichend' (unsatisfactory), the Examinations Committee shall appoint one of the examiners to act as a second reviewer; Section 19 (1) sentences 5 and 7 shall apply accordingly.

(7) <sup>1</sup>If the Master's thesis is graded 'nicht ausreichend' (unsatisfactory, worse than 4.0), it may be repeated once. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement that the original thesis was graded unsatisfactory; otherwise the thesis shall be regarded as having been failed at the final attempt. <sup>3</sup>Paragraphs 1 and 3 to 6 shall apply accordingly to the repetition. <sup>4</sup>The Master's thesis may not be repeated a second time.

(8) The evaluation of the Master's thesis shall be completed within two months of the

thesis being submitted.

### **Section 29 Resit Examinations**

(1) <sup>1</sup>With the exception of the Master's thesis, all module examinations can be repeated twice. <sup>2</sup>The resit examination shall be limited to the examination or course achievement graded as 'nicht ausreichend' (unsatisfactory). <sup>3</sup>The resit examination shall be taken at the next possible date, generally within six months. It must be taken within a period of twelve months at the latest. <sup>4</sup>The student shall be considered as registered for the next resit examination. <sup>5</sup>The resit period shall not be interrupted by de-registration or leave. <sup>6</sup>If a student misses the resit examination or the resit deadline is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control. Section 11 (3) shall apply accordingly. <sup>7</sup>Withdrawal pursuant to Section 10 (3) is not permissible. <sup>8</sup>The provisions regarding maternity leave, parental leave and caregiver leave (Section 11 (2)) shall apply.

(2) Voluntarily resitting a passed examination of the same module shall not be permitted.

### **Section 30 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate**

(1) Students who have successfully completed the Master's examination shall receive a final academic record, a transcript of records, a diploma supplement and a degree certificate within eight weeks.

(2) <sup>1</sup>The final academic record shall be signed by the chairperson of the Examinations Committee and includes the modules, module grades, title and grade of the Master's thesis and the overall grade of the Master's examination. <sup>2</sup>On the student's request the duration of their studies shall be included in the report. <sup>3</sup>The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. <sup>3</sup>The diploma supplement contains further information on the graduate's qualifications and states that the degree programme is a professional development programme for working professionals. <sup>4</sup>The transcript of records and the diploma supplement shall be issued in English and German. <sup>5</sup>Information not yet available to the Examinations Office must be submitted together with the required proof by the time of completing the degree programme at the latest; otherwise this information may no longer be taken into consideration.

### **Section 31 Legal Validity, Transitory Provisions**

<sup>1</sup>These examination regulations shall come into effect on the day after their publication. <sup>2</sup>They shall apply to all students starting a degree programme from the winter semester 2018/2019 onwards. <sup>3</sup>Students already studying the Master's degree programme for working professionals in Health Business Administration (MHBA) at the Faculty of Business, Economics, and Law at FAU pursuant to the previous version of the examination regulations dated 1 October 2007 shall sit their examinations in accordance with the previously valid examination regulations. <sup>4</sup>Examinations according to the previously valid examination regulations shall be offered for the last time in the summer semester 2021.

## **Appendix 1: Qualification Assessment Process**

(1) The qualification assessment process shall be carried out as necessary, but at least once per year before the beginning of the winter semester.

(2) <sup>1</sup>Applications for admission to the qualification assessment process shall be submitted to the chairperson of the Examinations Committee in writing by a date to be announced according to local practice. Late submissions shall only be considered for admission in the next winter semester.

<sup>2</sup>The application shall contain:

1. Cover letter and CV,
2. Proof of having completed an undergraduate degree pursuant to Section 3 (1)(1), including transcript of records and diploma supplement,
3. Proof of previous work experience according to Section 3 (1)(2); after completing a university degree, applicants are required to have obtained at least two years of qualified professional experience in a position of responsibility in a public or private company, association or administration with managerial, planning and quality assessment duties.

(3) <sup>1</sup>In accordance with Section 7 (3), qualification assessment shall be the responsibility of the Examinations Committee of the Master of Health Business Administration degree programme for working professionals. <sup>2</sup>The Examinations Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise specified.

(4) <sup>1</sup>Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in (2). <sup>2</sup>The qualification assessment process shall be carried out with those applicants who fulfil the requirements according to the provisions in (5) and (6). <sup>3</sup>Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) <sup>1</sup>The Admissions Committee shall carry out a preselection based on the submitted documents as part of the qualification assessment process to assess whether an applicant qualifies for a Master's degree programme. <sup>2</sup>The Admissions Committee shall deem the applicant qualified if the final grade of their undergraduate degree as stipulated in Section (3)(1)(1) is confirmed as being on average 3.30 ('befriedigend (satisfactory)) for their achievements to date.

(6) <sup>1</sup>The remaining applicants shall be invited to an interview as part of the continued qualification assessment process. <sup>2</sup>The qualification assessment interview takes approximately 20 minutes. <sup>3</sup>The date shall be announced at least one week in advance. <sup>4</sup>The date set for this interview shall be observed by the applicant. <sup>5</sup>If an applicant is unable to attend the qualification assessment interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the semester. <sup>6</sup>The qualification assessment interview shall be held individually for each applicant. <sup>7</sup>In justified, exceptional cases and with the applicant's approval, it may also be conducted as a video conference. <sup>8</sup>The qualification assessment interview shall be conducted by at least one member of the Examinations Committee in the presence of an observer; Section 18 (2) and (3) shall apply accordingly. <sup>9</sup>The following criteria, weighted as indicated, shall be assessed in the qualification assessment interview:

1. Quality of fundamental subject knowledge in management, in particular planning, organisation, controlling (50 percent)
2. Quality of initial specialist knowledge in particular regarding the structure of the health sector (30 percent)
3. A positive prognosis demonstrated by the applicant's academic progress; discussion of results from the applicants previous degree (in particular from the transcript of records) (20 percent).

<sup>10</sup>The result of the qualification assessment interview will be given as 'bestanden' (pass) or 'nicht bestanden' (fail). <sup>11</sup>Applicants will be notified of the result in writing. <sup>12</sup>A rejection notification shall include reasons and information on the legal remedies available.

(7) <sup>1</sup>The qualification assessment process shall be adjusted to take into account the nature and extent of a student's disability. <sup>2</sup>Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(8) Applicants shall bear their own costs of the qualification assessment process.

(9) <sup>1</sup>Confirmation of passing the qualification assessment process for the Master's degree programme for working professionals in Health Business Administration shall remain valid indefinitely, provided this programme has not been changed significantly. <sup>2</sup>Applicants who did not qualify for admission to the Master's degree programme may apply to repeat the qualification assessment process on the basis of the documents submitted for the first application one more time.



## **Appendix 2: Suitability Assessment Examination**

(1) <sup>1</sup>The suitability assessment examination shall demonstrate whether in addition to their undergraduate degree (basic level: minimum 180 ECTS credits) applicants have reached a level equivalent to the 240 ECTS credits required for admission to the Master's degree programme in Health Business Administration. <sup>2</sup>The suitability assessment examination shall generally be carried out at the same time as the qualification assessment process according to **Appendix 1**; Sections 1, 3, and 6 (3) to (8) and (10) and (11) as well as Section 7 to 9 of **Appendix 1** shall apply accordingly.

(2) <sup>1</sup>During the suitability assessment examination, an oral examination lasting approximately 20 minutes is held to determine whether the applicant has acquired skills relevant to the Master's degree programme outside of higher education. <sup>2</sup>It shall cover the following areas, each of which are weighted as indicated in the final evaluation: subject knowledge (1/3), methodological skills (1/3), personal skills (1/6) and social skills (1/6). <sup>3</sup>Applicants shall prepare for the oral examination using a template provided by the degree programme relating to the skill areas and attach suitable proof.

<sup>4</sup>The level of skill may be proven through:

- a) previous work experience, in particular management duties,
- b) international work experience,
- c) previous professional development activities, additional examinations,
- d) evaluations received at work, letters of recommendation from employer,
- e) certificates,
- f) other forms of proof.

<sup>5</sup>Documents are to be submitted with the application for the degree programme according to **Appendix 1** (2).

(3) <sup>1</sup>In the oral examination the applicant shall be asked questions relevant to their previous qualification and on the proof presented as evidence of the skills listed in sentence 2. <sup>2</sup>The assessment shall focus on the following abilities within the individual areas, focusing on medicine, the applicant's own specialisation and the health sector:

1. Specialist knowledge: knowledge of the structure and financing of the German health sector, an understanding of how sectors are subdivided
2. Methodological skills: analytical and problem solving ability, ability to grasp new information, decision making skills, analytical skills, organisational skills with regard to business issues
3. Personal skills: ability to deal with criticism, independence, ambition/goal orientation within the context of the German health sector
4. Social skills: management skills, communication skills, conflict resolving skills, team skills.

(4) <sup>1</sup>The Examinations Committee shall evaluate each ability on a five-point scale based on the level reached and expressed as a percentage.

<sup>2</sup>The scale shall be as follows:

1. Beginner = 0 %
2. Somewhat experienced = up to and including 25 %
3. Experienced = up to and including 50 %
4. Very experienced = up to and including 75 %
5. Expert = up to and including 100 %.

<sup>3</sup>The suitability assessment examination shall be evaluated as passed if the average of all assessed skills in the individual areas is at least 60 %. <sup>4</sup>**Appendix 1** Section 6 (8) to (10) and (12) shall apply accordingly.

### Appendix 3: Structure of the Degree Programme

<sup>1</sup>The Master's degree programme includes six modules (each consisting of a graded examination achievement and an ungraded course achievement) plus the Master's thesis module. <sup>2</sup>In the first, second and third semester, students have to complete a written assignment as an (ungraded) course achievement (CA) in one of the modules allocated to the respective semester and in another module a written examination as a (graded) examination achievement (EA), see Section 27. <sup>3</sup>Two compulsory modules are offered in each of the first two semesters, two compulsory elective modules have to be chosen from the modules offered for the third semester. <sup>4</sup>The following modules are offered:

Module title/ teaching unit	SWS (semester hours)				ECTS credits	1st sem	2nd sem	3rd sem	4th sem	Type and scope of the examination/course achievement
	L	T	E	C		ECTS credits				
<b>Module 1:</b> (compulsory module)	Distance learning degree programme				5/10					
<b>Introduction to business administration I</b>					5					<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>										
<b>Introduction to business administration I</b>					10					<b>EA:</b> written examination (120 min.)
<b>Module 2:</b> (compulsory module)	Distance learning degree programme				5/10					
<b>Introduction to business administration II</b>					5					<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>										
<b>Introduction to business administration II</b>					10					<b>EA:</b> written examination (120 min.)
<b>Module 3:</b> (compulsory module)	Distance learning degree programme				5/10					
<b>Foundations of healthcare I: (statutory) health insurance</b>						5				<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>										
<b>Foundations of healthcare I: (statutory) health insurance</b>						10				<b>EA:</b> written examination (120 min.)
<b>Module 4:</b> (compulsory module)	Distance learning degree programme				5/10					
<b>Foundations of healthcare II: service providers</b>						5				<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>										
<b>Foundations of healthcare II: service providers</b>						10				<b>EA:</b> written examination (120 min.)
<b>Module 5:</b> (compulsory elective module)	Distance learning degree programme				5/10					
<b>Outpatient care</b>							5			<b>CA:</b> Written assignment (approx. 10 pages in length)

<b>or</b>						
<b>Outpatient care</b>				10		<b>EA:</b> written examination (120 min.)
<b>Module 6:</b> (compulsory elective module)	Distance learning degree programme	5/10				
<b>Inpatient care</b>				5		<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>						
<b>Inpatient care</b>				10		<b>EA:</b> written examination (120 min.)
<b>Module 7:</b> (compulsory elective module)	Distance learning degree programme	5/10				
<b>Pharmaceutical industry</b>				5		<b>CA:</b> Written assignment (approx. 10 pages in length)
<b>or</b>						
<b>Pharmaceutical industry</b>				10		<b>EA:</b> written examination (120 min.)
<b>Master's thesis</b>		15			15	<b>EA:</b> Master's thesis (approx. 45 – 70 pages)
<b>Total ECTS credits</b>		<b>60</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

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Erlangen, 6 July 2018

Prof. Dr.-Ing. Joachim Hornegger  
President

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